St. Paul Lutheran Church & School

Room, Equipment, & Resources Reservation Form

1. Check the online calendar or call the office to make sure there are no conflicts.
2. Fill out form and return it to the Church/School Office or email completed form to meagan.steinke@splgrafton.org
3. A confirmation email (or phone call if no email is provided) will be sent once your reservation is complete.

NAME of Group/Contact Person *(printed)*:_____ TODAY's Date:_____

EVENT & DETAILS for description _____

Day(s)		
Date(s) *MM/DD/YY*		
SETUP time:		
EVENT begin time:		
EVENT End time:		
Exterior Door Need Unlocked?	___ Carport ___ School Ent. ___ None	___ Carport ___ School Ent. ___ None
***Ext. Door UNLOCK time:**		
***Ext. Door LOCK time:**		

**For security, choose the least amount of time an ext. door is unlocked.*

Responsibilities when using St. Paul facilities:

1. **Contact facilities staff if furniture needs to be moved.**
2. **Wipe the tables if food has been served.**
3. **Leave the kitchen in a clean and ready-to-use condition.**
4. **Round tables, folding school lunch tables, and green stacking chairs are NOT to be removed from the building. =**
5. **Return tables & chairs to the usual floor arrangement or storage area.**
6. **Put all trash in plastic bags (stored in maintenance room next to the elevator) and place in outside dumpster marked garbage.**
7. **Check the restrooms (for people & running water) before leaving.**
8. **Check all outside doors to verify they are locked.**
9. **Turn off ALL lights**

Room(s)/Area Requested:

_____ Church Undercroft – Basement
_____ Classroom – Room #_____
_____ Classroom – Room #_____
_____ Conference Rm – Front Office 331
_____ Conference Rm – Workroom 350
_____ Conference Rm – Archives 367
_____ Timothy Room
_____ FLC (Family Life Center)
_____ FLC Kitchen 355
_____ Gym 154
_____ Library (IMC) 127
_____ Other Location - _____
_____ Other Location - _____
_____ Outdoors – West Lawn of Church
_____ Youth Room 147

Equipment Requested:

_____ Chairs – Folding
_____ Chairs – Stacking
_____ Media – Classroom Smartboard
_____ Media – FLC Audio/Video Syst.
_____ Media – Portable Computer
_____ Media – Portable Sound Syst.
_____ Music – Piano
_____ Music – Stands
_____ Podium
_____ Other _____
_____ Tables – Folding School Lunch
_____ Tables – Rect. White (8ft or 6ft)
_____ Tables – Round

Setup Assistance Requested for:

_____ Audio
_____ Video
_____ Other _____

The undersigned agrees to abide by all rules and regulations controlling the use of the building and equipment adopted by St. Paul Lutheran Church & School. They will see these regulations are carried out and obeyed by others, and will also assume responsibility for, & make good for any damage done to the building or equipment during the period of scheduled use. I have read & understand the memo on the back of this page.

Contact Person *(signature)*: _____ Phone:_____

Address: _____ Email:_____

Respectfully working together, we can continue to use & maintain these facilities for the glory of God!

MEMO: To all Leaders, Boards, Organizations, Teachers, Groups, etc.

RE: Room, Equipment & Resource Scheduling

We are all aware of the increased use of our facility, and as administrator for most of the scheduling, I would ask you to be aware of several things all of which are equally important:

1. All activities or meetings must be scheduled and reserved. **All groups must have an adult member (21 or older) of St. Paul congregation in attendance throughout the duration of their event**. Registration forms are located in the welcome center, school/church offices and online.

2. Always check the calendar for availability prior to submitting your room reservation. This can be done online at calendar.splgrafton.org. If you need assistance, please call the front office at (262) 377-4659 and someone will assist you.

3. Person or group requesting the Family Life Center Kitchen **MUST** have taken the kitchen training course. Contact the business manager for more information.

4. Group activities (scouts, clinics, sports, etc.) **MUST** have a connection to a St. Paul member. Please ask to see the policy for the appropriate area of the facility. All children in attendance **MUST** be supervised at all times.

5. **All recurring reservations must be re-made each year after July 1.**

6. Priority will be given to the group that needs the area most. With some cooperation, everyone can still be accommodated.

7. No tape on walls, doors, ceilings or windows, or light fixtures. Only tape approved by maintenance department may be used on gym or other floors.

8. If a key or fob is needed, please contact Jean Steinke (ext. 339). After your function, return key/fob by placing it in the drop box by the reception office door (it must be returned by the following day). If the fob or key is lost, you will be charged for the lost item and for any locks that need to be re-keyed. You are also responsible to make sure all outside doors are locked before leaving the premises.

9. Areas used are expected to be cleaned and garbage emptied after use. Please do not touch, unplug or rearrange items/set up in area unless prior consent has been given. If area is not cleaned and these rules are not followed, the Board of Parish Properties will decide if that group is eligible for future use of our facility.

10. Roller skates, roller blades, skateboards, etc. are ***NOT*** allowed in school or on St. Paul grounds. Bicycle racks are available by the extended care entrance.

11. No animals are allowed on St. Paul property without prior approval. Exceptions are made for service animals.

12. Questions? Please ask. Do not assume.

David Liss
Facilities Manager

Meagan Steinke
Room Reservations

Office Use: *Rev. Oct. 2026* P:\Forms\Current Room Reservation Form.docx

Original filed in office Entered on:_____ Initials:_____

Copy to _____ Facilities Manager *for approval*
Confirmation Email/Call _____ Contact Person/group for the event after approved